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STARS MANUAL

SOLVING COMMON EDIT MODE 3 BATCH PROBLEMS

INTRODUCTION

Edit mode 3 batches are those that have processed through the system but erred out. These are handled differently in STARS than non-processed batches. STARS does not process changes to edit mode 3 batches until the nightly processing. Therefore, you can make changes to the batch until it processes in the nightly IEU.

You can only make changes in the **Enter Error Correction Transactions S540** screen to transactions that are in Edit Mode 3. STARS processes all S540 screen override items in the nightly IEU before processing the rest of the batch.

The **Enter Error Correction Transactions S540** screen is most often used to make a change to the batch header and the transactions. Although you may change all of the transactions to an particular date, the batch will not process until you change the **Batch Effective Date** on the **Enter Error Correction Transactions S540** screen

You can see the **Batch Effective Date** and the **Edit Mode** on the F11 - **View Batch Summary** screen. (You can also see this information on the F12 - **View/Select Headers** screen as the **Effective Date** column and the **Mode** column for edit mode. Do not refer to the date in the **Batch ID** column.)

A few examples are described below to illustrate how you may need to correct a transaction in an edit mode 3 batch before it can process:

- [You deleted a transaction in error](#)
- [You released a batch in error](#)
- [You need to change a batch effective date from a closed month](#)

YOU HAVE DELETED A TRANSACTION IN ERROR

When you delete a transaction in Edit Mode 3, it creates a DELETE transaction on the **Enter Error Correction Transactions S540** screen. (This is menu item 54 on the STARS main menu and has the S540 designation in the upper right of the screen once it is opened):

VERSION 3.1	STARS--FINANCIAL TRANSACTION DATA ENTRY MENU	S013
FUNCTION:		
50	ENTER ACCOUNTING TRANSACTION BATCH	
51	CHANGE BATCH OR VIEW DETAIL TRANS	
52	VIEW BATCH SUMMARY	
53	VIEW OR SELECT BATCH HEADERS	
54	ENTER ERROR CORRECTIONS	
55	RECURRING TRANSACTIONS	
83	ZP FILE MAINTENANCE	
99	SIGN OFF	

1. If you realize that you have deleted a transaction in error, go to the S540 screen to 'undelete' the transaction.

Enter Error Correction Transactions screen

VERSION 3.1	STARS--ENTER ERROR CORRECTION TRANSACTIONS	S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)		AGENCY: 230
-----TRANS ID-----	DATA ELEMENT	DATA ELEMENT
C	DATE TYP NO SEQ DUP---NUMBER/NAME----	-----CORRECTION-----
	20050727 5 401 00002 0 DELETE	
	20050727 5 401 00003 0 DELETE	
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY		INTERRUPT: ACTIVE

2. Type **R** in the **FUNCTION** field, type the agency number in the **AGENCY** field, and press ENTER. STARS displays a listing of the error transactions that will process in the next nightly IEU processing. You can remove the DELETE from the S540 screen as long as you do it on the same day you delete the transaction.

In the Edit Mode 3 example below, sequence 00003 should have been deleted instead of sequence 00002 (through the F10 **Change or View Batch Details** screen). Sequence 00003 has been deleted, but you now need to remove the DELETE on sequence 00002.

The transaction shows sequence numbers 2 (00002) and 3 (00003) will be deleted (DELETE) from batch 401 if no changes are made.

3. In order to remove the first transaction (sequence 00002), Type **C** in the **FUNCTION** field then press TAB to move to the **C** Column (before the **TRANS ID, DATE** field).
4. Type **D** in the space under the **C** Column then ENTER.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----      DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----      CORRECTION-----
D 20050727 5 401 00002 0 DELETE
  20050727 5 401 00003 0 DELETE

                                                    INTERRUPT:      ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY

```

Once you have entered the change, you should see the **Valid Transactions Added/Changed** message at the bottom of the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----      DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----      CORRECTION-----

                                                    INTERRUPT:      ACTIVE
VALID TRANSACTIONS ADDED/CHANGED

```

5. To confirm that STARS has removed the transaction, Type **R** in the **FUNCTION** field and press ENTER. The transaction should no longer appear on the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----      DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----      CORRECTION-----
  20050727 5 401 00003 0 DELETE

                                                    INTERRUPT:      ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY

```

YOU HAVE RELEASED A BATCH IN ERROR

When you release a batch in Edit Mode 3, it creates a RELEASE transaction on the **Enter Error Correction Transactions**, S540 screen. If you realize that you have released a batch in error, go to the **Enter Error Correction Transactions** screen.

NOTE: You can remove the RELEASE from the S540 screen as long as you do it on the same day you released the batch.

1. Type **R** in the **FUNCTION** field, the agency number in the **AGENCY** field, and then press ENTER. STARS displays a listing of the batch transactions that will process in the next nightly IEU processing.

In the Edit Mode 3 example below, batch number 505 should not have been released. Since batch 505 was in Edit Mode 3, the system automatically created a transaction for the S540 screen.

Sequence Number 00000 indicates a batch header transaction. The transaction below shows batch number 505 will release (RELEASE) in the nightly IEU processing.

```
VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----      DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO   SEQ DUP---NUMBER/NAME-----      CORRECTION-----
  20050817 5 505 00000 0 RELEASE

                                                    INTERRUPT:      ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

2. In order to remove the released batch header (sequence **00000**), type **C** in the **FUNCTION** field then press TAB to move to the **C** Column (before the **TRANS ID, DATE** field).
3. Type **D** in the space under the **C** Column, and then press ENTER.

```
VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----      DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO   SEQ DUP---NUMBER/NAME-----      CORRECTION-----
D 20050817 5 505 00000 0 RELEASE

                                                    INTERRUPT:      ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

Once you have entered the change, you should see the **Valid Transactions Added/Changed** message on the bottom of the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----      DATA ELEMENT          DATA ELEMENT
C    DATE TYP NO   SEQ DUP---NUMBER/NAME-----CORRECTION-----

                                                    INTERRUPT:    ACTIVE

VALID TRANSACTIONS ADDED/CHANGED
  
```

- To confirm that STARS has removed the transaction, Type **R** in the **FUNCTION** field and press ENTER. The transaction should no longer appear on the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----      DATA ELEMENT          DATA ELEMENT
C    DATE TYP NO   SEQ DUP---NUMBER/NAME-----CORRECTION-----

                                                    INTERRUPT:    ACTIVE

NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
  
```

YOU NEED TO CHANGE THE BATCH HEADER EFFECTIVE DATE OR THE SAME DATA ON MULTIPLE TRANSACTIONS

If you realize that the batch effective date on an Edit Mode 3 batch is in a closed month, you can change the **Batch Effective Date** on the **Enter Error Correction Transactions S540** screen.

```

VERSION 3.1          STARS--VIEW BATCH SUMMARY          S520

FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

BATCH-ID:   AGCY 230 DATE 07092005 TYPE 5 BATCH-NO 001 SEQUENCE 00001
EFF-DATE 072605 STATUS H DISB METHOD    MODE 3

      EXP/REV BUDG          CURRENT
SEQ TC R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT      AMOUNT
00003 230          01209 6870          EXAMPLE 03 0000004000.00
00005 230          01209 6710          EXAMPLE 05 0000002000.00

      BATCH
ENTERED COUNT: 00002          ENTERED AMOUNT
COMPUTED COUNT: 00002          COMPUTED AMOUNT: 0000006000.00
                                                    INTERRUPT:

PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS
  
```

The effective date of the batch shows on the F11 View Batch Summary Screen.

The batch is in Edit Mode "3" so the batch effective date can be changed on the S540 screen.

For example, if you tried to release this batch on 08/13/05 after the July files have been closed, the batch would error out with an "Invalid Month" error message. The batch will not process until you change the **Effective Date** on the batch header and the transactions to an August date. STARS files are usually open for three working days into the next month. After that time, you will have to change the Batch Effective Date.

Instead of changing individual transactions, the following steps are recommended:

1. Release the batch on the F9 screen.
Have the appropriate level Operator release the batch on the regular F9 screen.
The operator who has release capabilities is the only operator who can change the effective date on a batch header. Data entry operators can change effective dates on transaction, but not batch headers.
2. Interrupt to the **Enter Error Correction Transactions S540** screen.
3. Type **R** in the **FUNCTION** field, and then press ENTER.
4. Type **A** in the **FUNCTION** field and press TAB.
5. Type an **A** in the **C** column
6. Replace (type over) **RELEASE** with **BATCH EFF DATE**.
7. Press TAB to move to the **Data Element Correction** field and type a new date (e.g., 20050413), then press ENTER.
8. Verify the message, "Valid Transactions Added/Changed."
9. Type **R** in the **FUNCTION** field, and then press ENTER to confirm the data.

The following will illustrate these steps in detail.

- a. Once the batch is released, you will also see the “Error Correction Release Transaction Has Been Created” message on the F9 **Batch Balancing** screen. This means that STARS has made an automatic entry to the S540 screen.

F9 – Batch Balancing Screen

VERSION 3.1		STARS--BATCH BALANCING		S502
FUNCTION: (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE) (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)				
BATCH AGENCY: 230				
BATCH DATE: 07092005				
BATCH TYPE: 5				
BATCH NUMBER: 001				
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> The batch date is 7/9/99 but the batch Effective date is 7/26/99 per the above F11 View Batch Summary screen. Since it is 8/13/99, July processing is closed. </div>				
BATCH BALANCE				
ENTERED COUNT:		00002	ENTERED AMOUNT:	0000006000.00
COMPUTED COUNT:		00002	COMPUTED AMOUNT:	0000006000.00
BATCH APPROVED BY:				
AHH XYZ SWS				
AL1 AL2 AL3 AL4 AL5 AL6 AL7 AL8 AL9				
BATCH OPER-ID: AHH				
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Approval level 3 Operator ID must release. You will see the Released message. </div>				
USER APPROVAL LEVEL:		3	INTERRUPT:	
REQUIRED APPROVAL LEVEL:		3		
BATCH HAS BEEN SUCCESSFULLY RELEASED				
ERROR CORRECTION RELEASE TRANSACTION HAS BEEN CREATED				
PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADER				

- b. Interrupt to the S540 screen, type **R** in the **FUNCTION** field
- c. Type you agency number in the **AGENCY** field, then press ENTER to see Batch 001.

VERSION 3.1		STARS--ENTER ERROR CORRECTION TRANSACTIONS		S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)				AGENCY: 230
-----TRANS ID-----		DATA ELEMENT		DATA ELEMENT
C	DATE TYP NO	SEQ DUP	NUMBER/NAME	CORRECTION
	20050709	5	001	00000 0 RELEASE

- d. To change the batch effective date, you will make an addition to this screen since you want to retain the RELEASE transaction but want to add an additional **Batch Effective Date** transaction.
- e. Type **A** in the **FUNCTION** field then press TAB to move to the change (C) column.
- f. Type an **A** in the **C** column.
- g. Replace (type over) the **RELEASE** with **BATCH EFF DATE**

- h. Press TAB to move to the **Data Element Correction** field and type a new date in the same format as the date in the **Trans ID** section (such as 20050414).
- i. Press ENTER.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME---          -----CORRECTION-----
20050709 5 001 00000 0  BATCH EFF DATE          20050813

                                                    INTERRUPT:    ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY

```

- j. You will see a “Valid Transactions Added/Changed” message at the bottom of the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME---          -----CORRECTION-----

                                                    INTERRUPT:    ACTIVE
VALID TRANSACTIONS ADDED/CHANGED

```

- k. To confirm that STARS has added the transaction, type **R** in the **FUNCTION** field, type your agency number in the **AGENCY** field, then press ENTER.
You will see two batch header transactions - both the **BATCH EFFECTIVE DATE** transaction and the **RELEASE** transaction.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME---          -----CORRECTION-----
20050709 5 001 00000 0  BATCH EFF DATE          20050813
20050709 5 001 00000 0  RELEASE

                                                    INTERRUPT:    ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY

```

In the nightly IEU processing, the system will process these transactions first. The **BATCH EFFECTIVE DATE** transaction will change the effective date of the batch header as well as all of the transactions in the batch.